



Instructions to Apply for Graduation

When:

Apply as soon as possible after beginning the final semester of course-work, but not later than Friday, February 15, for Spring 2019 graduates. Applications received after this date will be accepted at the discretion of the Office of Academic Affairs.

How:

1. Obtain a Graduation Application from the Office of Academic Affairs (Administration Building Room 110) or on-line at the PSC web site - www.potomacstatecollege.edu
2. Meet with your Academic Advisor. The advisor must provide a completed Degree Audit from Degree Works and sign your application. If any waivers or substitutions for degree requirements are being requested, the advisor will so indicate on the application and provide documentation if previously approved.
3. Submit the signed application and Degree Audit to the Office of Academic Affairs.

Graduation Ceremony:

The College's 116th Annual Commencement Ceremony will be held on Saturday, May 4, 2019. Graduates and their families and friends are encouraged to attend this event.

If you plan to participate, follow the procedure below:

- Associates Graduates: Pick up your cap, gown, and tassel at the College Bookstore. These are provided at no charge. Do not delay as limited numbers of each size are available.
- RBA and BAS Graduates: You must order bachelors' degree gowns. Place your order at the College Bookstore as soon as possible but at least ten days prior to the ceremony.

If your plans change after submitting your Graduation Application, please notify the Office of Enrollment Services at 304-788-6820.

Reminders:

- To graduate, you must complete all degree requirements and have a cumulative grade point average of 2.00 or above.
- Changes to your schedule after submitting a graduation application may affect your eligibility to

graduate.

Students may participate in the Commencement ceremonies without completing all graduation requirements if they are no more than six (6) credits short of completing all requirements and have a cumulative grade point average of at least 1.95. A Graduation Application must be submitted, and no degree will be awarded until all remaining requirements are met.

Office of Academic Affairs
October 11, 2018